

Wrap Year End Adviser Guide

2015/2016

For Wrap, Wrap Essentials,
SuperWrap, SuperWrap Essentials



A photograph of a person sitting at a wooden table outdoors, reading a newspaper. The person's hands are visible holding the paper. The background shows green bushes and a building. The text is overlaid on the left side of the image.

For Wrap, Wrap Essentials, SuperWrap, SuperWrap Essentials

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Wrap year end introduction

Giving you the tools and resources to help you prepare for the best this financial year.

We know that the end of financial year is a busy time for advisers.

Wrap has developed a suite of tools and resources to help prepare you for pre and post June 30. This guide provides a summary of the key information accessible to you via our dedicated year end microsite.

What's in this guide?

- > Important transaction cut-off dates for 2016 including a handy print and pin up calendar to ensure you and your clients don't miss out.
- > Timetable for statement delivery – when you can expect year end reports to be available to help you manage client queries¹.
- > Details of any changes to reports.
- > Managed fund information – the impact of early distributing funds and those that provided late tax component information last year.
- > How we intend on keeping you informed.

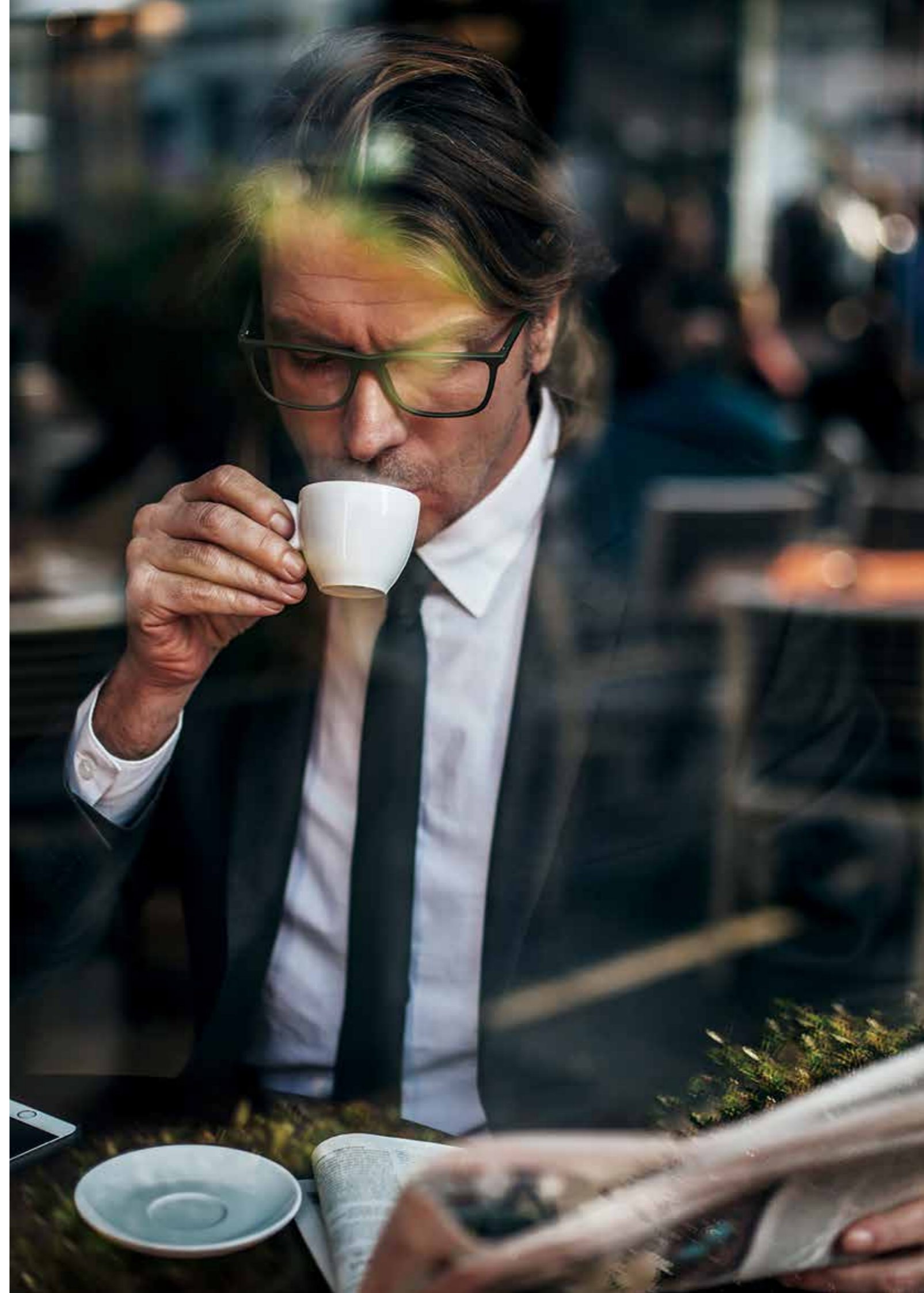
wrapinfo.com.au/eofy

– everything you need to prepare for EOFY

What can I access via the dedicated year end microsite?

For your one-stop shop for all things year end, visit wrapinfo.com.au/eofy to start viewing all of the information you and your accounting or auditing partners might require when it comes to Wrap statements, including:

- > Transaction cut-off dates calendar – save reminders for key cut off dates relevant to you and your clients directly into Outlook and Lotus Notes.
- > Updated Estimator Tool – providing you with an estimated delivery date for each of your clients' statements.
- > Year end training sessions – book online; handy if this is your first year end with Wrap.
- > Updated list of tax components received to date.
- > Announcements when tranche statements are released.
- > Copies of sample statements and tax guides.
- > Frequently Asked Questions – a comprehensive set of Q&As from real adviser queries.



Transaction cut-off dates

For transactions to be reflected within the 2015/2016 year end statements, they must be valid and placed before the cut-off times shown in the table below.

The cut-off times are Australian Eastern Standard Time (AEST) and will therefore need to be adjusted if you are operating in a different time zone.

If the actions shown below are not undertaken by the cut-off date and time shown, they will not be reflected within the 2015/2016 year end reporting.

Important

If making a contribution or rollover which includes managed fund and listed security transfers then all required documentation will need to be received prior to 6 June 2016 for the entire contribution or rollover to be recorded within the 2015/2016 Financial Year.

Hint

Visit wrapinfo.com.au/eofy/calendar to save transaction cut-off reminders directly into outlook and lotus notes to ensure a smooth Wrap Year End. Print out the calendar view of transactions on the last page of this document.

Transaction	Action Required	Cut-off time and date ¹
Cheque deposits	Received by us in Adelaide via Australia Post.	Thursday 30 June by 5.00pm (AEST)
Automatic Cash Account deposit (one off direct debit)	Cash deposits submitted via the DeskTop from a client's linked bank account.	Thursday 30 June by 3.00pm (AEST)
Manual Cash Account deposit (Direct Debit via Application Form or Direct Debit Request Form)	All completed documentation received.	Wednesday 29 June by 5.00pm (AEST)
Additional deposits into the Cash Account using BPAY^{®2}	Payment submitted from client's bank account. Check with issuing bank for details on lead and cut-off times as it may take several days for payment to reach us.	Monday 27th June by 5.00pm (AEST) subject to issuing bank's processing time. We must receive the payment by 5.00pm (AEST), Thursday 30 June.
Additional deposits into the Cash Account via Electronic Funds Transfer (EFT) Please note: this includes Telegraphic Transfers	Payment submitted from clients bank account using EFT into the Cash Account. Check with issuing bank for details on lead and cut-off times as it may take several days for payment to reach us.	Wednesday 29 June by 5.00pm (AEST) subject to issuing bank's processing time. We must receive the payment by 5.00pm (AEST), Thursday 30 June.
Additional deposits into the Cash Account via Westpac Branch	Cheque Deposits made and deposited via a Westpac Branch.	Cheques need to be received by Thursday 30 June by 5.00pm (AEST).

¹ The cut-off dates shown above state the date all correct and complete applications and transaction requests must be received by Wrap Services in order to be included in the reporting for the 2015/2016 financial year. This includes the receipt of monies where relevant.

Transaction	Action Required	Cut-off time and date ¹
Managed fund transactions (Geared Wrap clients)	Trades submitted via the DeskTop.	Thursday 23 June by 5.00pm (AEST) if the trade uses funds from the client's Margin Loan. Friday 24 June by 5.00pm (AEST) if there are sufficient funds in the client's Cash Account.
Managed fund transactions (Excluding Geared Wrap clients)	Trades submitted via the DeskTop.	Wednesday 29 June by MIDNIGHT (AEST)
Term Deposit transactions	Trades submitted via the DeskTop.	Standard weekly lodgement process applies
Listed security transactions	Trades submitted and confirmed on the market via the DeskTop or external broker.	Thursday 30 June by 4.00pm (AEST) Close of ASX trading
Transfers to Pension Plan or Non – Commutable Pension Plan with the first payment due this FY⁶	Receipt of full and valid instructions by SuperWrap	Monday 6 June by 5.00pm (AEST) Excludes all illiquid or suspended funds ³
Transfers to Pension Plan or Non-Commutable Pension Plan with first payment due next FY^{4,6}	Receipt of full and valid instructions by SuperWrap	Wednesday 15 June by 5.00pm (AEST) Excludes all illiquid or suspended funds ³
New Wrap and SuperWrap applications^{4,6}	All completed documentation received. If payment is by BPAY ^{®2} – Check with issuing bank for details on lead and cut-off times as it may take several days for payment to reach us.	Monday 27 June by 5.00pm (AEST) If payment is by BPAY ^{®2} , (subject to issuing bank's processing time). We must receive the payment by Thursday 30 June 5.00pm (AEST) Tuesday 28 June by 5.00pm (AEST) if payment is by Direct Debit. Thursday 30 June by 5.00pm (AEST) if payment is by cheque.
Geared Wrap applications^{4,6}	All completed documentation received.	For companies and individuals Monday 20 June by 5.00pm (AEST)
Margin Loan repayments and interest prepayments	Payments made from Wrap Cash Account.	Friday 24 June by 5.00pm (AEST)
Managed fund transfers^{2,5}	All completed documentation received.	Monday 6 June by 5.00pm (AEST) Excludes all illiquid or suspended funds ³
Listed security transfers⁵	All completed documentation received.	Monday 13 June by 5.00pm (AEST)
Overseas super/pension transfer via EFT or cheque excluding UK transfers	Assuming all completed documentation received.	Thursday 30 June by 5.00pm (AEST)

Important information for SuperWrap clients claiming a tax deduction

Some of your clients may be eligible to claim a tax deduction for personal contributions made to SuperWrap.

Generally, to claim a tax deduction for personal contributions made during the 2015/2016 financial year, a valid personal tax deduction notice must be completed and provided to us by the earlier of:

- > the day your client lodges their income tax return for the 2015/2016 financial year, and
- > 30 June 2017.

Particular care should be taken when making withdrawals and commencing an income stream with superannuation monies as this will impact your client's ability to claim a tax deduction on their personal contributions. Details on all the limitations that apply and other important information on claiming a tax deduction can be found here.

² BPAY[®] is registered to BPAY[®] Pty Limited ABN 69 079 137 518. Applications by BPAY[®] will generally not be processed until the next business day following the BPAY[®] transaction request, provided that the request is made before your bank's cut-off time. Your bank can provide detailed terms and conditions in relation to BPAY[®] for you.

³ For a list of suspended funds visit the DeskTop at Products & Research >> News in brief >> Suspended Funds updates and information >> Summary chart.

⁴ If this application includes listed security or managed fund transfers please refer to the relevant cut-off for listed security or managed fund transfers.

⁵ If making a contribution or rollover which includes managed fund and listed security transfers then all required documentation will need to be received prior to 2 June 2015 for the entire contribution or rollover to be recorded within the 2015/2016 Financial Year.

⁶ Any FOFA grandfathering provisions applicable to the existing conflicted remuneration payment arrangements within the relevant platforms will only apply to applications processed prior to 1 July 2014.

Timetable for statement delivery

The below timetable shows our estimated delivery dates for all year end reporting. We will provide updates via our microsite at the earliest possible time for any year end statements that are unlikely to meet the estimated dates outlined below.

To receive up to date information on when your individual client's Wrap Tax Statement or SuperWrap Annual Statement is expected to be ready, access our **Estimator Tool** online via the year end microsite.

The Estimator Tool calculates an approximate Wrap Tax Statement delivery date for each of your clients based on information received from fund managers and share registries. It is a guide only and subject to change as more information is received over the financial year end, so be sure to check back on a regular basis.

Product	Statement	Estimated Online Delivery Date ¹
Wrap Essentials	Annual Statement	By 31 August
	Tax Statement	By 31 August
Wrap	Annual Statement	By 30 September
	Tax Statement	By 30 September
SuperWrap and SuperWrap Essentials Pension Plan, Non-Commutible Pension Plan and Term Allocated Pension Plan	PAYG Payment Summary	By 3 July
	Income Payment Schedule	By 3 July
	Annual Statements	By 31 August
SuperWrap and SuperWrap Essentials Personal Super Plan	Annual Statements and Personal Tax Deduction notice	By 31 August

To access your client's statement online visit the **DeskTop**:

- > My Business >> Client Statements >> Year-end Statements
- > My Clients >> eStatements.

Explaining the statement process to clients

One of the most common difficulties faced by advisers at this time of year is trying to explain to clients why their Wrap Tax Statement may not yet be available. To assist you in those discussions you will find outlined below a summary of the statement process and the factors that determine the delivery date for individual statements.

Steps required to finalise client tax statements

For a particular client to receive their tax statement the following steps needs to occur:

1. Year end closing prices must be received and verified for all of the client's investments held on Wrap.
2. Where applicable, final distributions for the year must have been processed to the client's account.
3. Final and audited tax statements, containing details of the income tax components, must be received for every managed fund or listed trust that a client has invested in.
4. The Wrap Services team reviews the managed fund or listed trust tax statement to confirm the tax implications for individual Wrap clients.

5. All corporate actions that a client has participated in during the year are reviewed to ensure the correct tax treatment has been applied.

Once these steps have been completed an individual's tax position can be determined and a tax statement produced. In summary, an individual's Tax Statement cannot be produced until Wrap receives the necessary tax information from every managed fund or listed security that the client holds, regardless of the size of their holding.

Investments that provided late tax component information last year

There are some types of investments for which the tax component information is not made available until after our cut-off date for 30 September statements. If your client has held any such investment during the year their tax statement may be delayed.

The table below contains a list of last year's managed funds for which the tax component information was supplied late. It is possible that tax information for these types of investments may be delivered late again in 2016.

ASX/APIR Code	Security/Fund Name
KIN0001AU	Kinsmen Diversified Property Fund
MAQ0289AU	van Eyk Blueprint Australian Shares Fund
MAQ0290AU	van Eyk Blueprint Balanced Fund
MAQ0291AU	van Eyk Blueprint Cap Stable Fund
MAQ0292AU	van Eyk Blueprint High Growth Fund
MAQ0293AU	van Eyk Blueprint Intl Shares Fund
MAQ0353AU	Macquarie Global Infrastructure Trust II
MCK0005AU	Macarthur Cook Mortgage Fund Wholesale Fund

¹ For tax statements, the dates shown presume that complete and correct tax information is received from the fund managers and share registries by our processing cut-off dates. We require 3-4 weeks processing time from the date we receive this component information. The dates may vary depending on factors such as the timeliness and accuracy of information we receive from fund managers and share registries.

Statements requiring special treatment

Due to the complexity of tax calculations required and other unique circumstances that impact investors, some clients' statements will require manual calculation and clarification. We will process these statements as quickly as we can.

Suspended funds

Suspended funds are managed funds that are suspended to applications and redemptions.

Suspended funds can have the following impacts on year end reporting:

- > Fund Managers typically require more time to price suspended assets which can impact your client's portfolio valuation
- > Fund Managers may need additional time to finalise their suspended fund distributions and tax information which we need to generate your clients' tax statements
- > there may be a significant delay in the payment of any distributions
- > may not be able to receive minimum annual income payment (Pension Plans only).

Please note that we will be actively monitoring suspended funds to ensure that we minimise delays for you and your clients. We will provide regular updates on the DeskTop regarding these funds.

To find information on suspended funds go to the Desktop >> Products & Research >> Wrap News in Brief >> Suspended Funds updates and information >> Summary Chart.

Clients who requested a full redemption before 30 June and currently hold suspended funds, will continue to receive their year end reports. This is because the suspended fund would have prevented us from completely closing the client's account.

Need more information?

A comprehensive set of questions and answers regarding the year end process is provided on the Wrap year end microsite under 'FAQs'. Updated information regarding year end processing cut-off dates and deliverables will be provided on the dedicated year end microsite.

You can also access the year end microsite to view our timetable of received components and expected dates for components still outstanding. Or refer to our new Estimator Tool which provides this information at a client level based on their portfolio composition. This will be continuously updated as new information becomes available.

Managed funds making early June 2016 distributions – Year End statement impacts

Managed funds that distribute prior to 30 June may have an impact on your clients' year end statements.

A list of managed funds that have previously distributed early is shown in the table at the end of this section.

As you will probably be aware, when a managed fund announces that they are paying a distribution, the unit price of the fund drops to the 'ex-price'.

Normally, the total value of your client's portfolio would not change drastically (subject to market movements), as the drop in unit price would be balanced out by either additional re-invested units or cash into your client's portfolio.

However, your clients' year end statements can be significantly impacted where the following occurs:

- > the managed fund distributes prior to 30 June, and
- > your client has elected to receive their distributions as cash, and

- > the fund does not pay the distribution to us until after 30 June.

If your client has elected to have their distributions paid as cash, Wrap Services processes the distribution into your client's account effective the date the cash payment is received by us from the fund manager.

The Wrap and SuperWrap Annual Statements reflect the status of your client's account on 30 June. If the cash distribution payment was not received by us until after that date, it will not be reflected in your client's 30 June Annual Statement. However, the reduced unit price (ex-price) is used to value the client's investment portfolio at 30 June.

As a result, the Portfolio Valuation reported on your clients' Wrap and SuperWrap Annual Statements may be lower than expected. The Net Earnings Rate reported on SuperWrap Annual Statements will also be impacted by this timing difference.

MANAGED FUNDS MAKING EARLY JUNE 2016 DISTRIBUTIONS

APIR Code	Fund Name
MAQ0057AU	Macq Master Aust Enhanced Equities
MAQ0058AU	Macquarie Master Balanced Fund
MAQ0059AU	Macquarie Master Capital Stable Fund
MAQ0061AU	Macquarie Australian Fixed Interest Fund
MAQ0063AU	Macquarie Master Prop Securities Fund
MAQ0079AU	Arrowstreet Global Equity Fund Hedged
MAQ0085AU	Macquarie Master Small Companies Fund
MAQ0180AU	Macquarie Master Enhanced Fixed Int Fund
MAQ0211AU	Macquarie True Index Aust Fixed Int Fund
MAQ0219AU	Macquarie True Index Listed Prop Fund
MAQ0266AU	Macquarie Index Tracking Global Bond Fund

MANAGED FUNDS MAKING EARLY JUNE 2016 DISTRIBUTIONS

APIR Code	Fund Name
MAQ0274AU	Macquarie Diversified Fixed Interest
MAQ0277AU	Macquarie Income Opportunities Fund
MAQ0278AU	Macquarie Australian Equities Fund
MAQ0287AU	Macquarie Wholesale Property Secs Fund
MAQ0288AU	Macquarie True Index Aust Shares Fund
MAQ0289AU	van Eyk Blueprint Australian Shares Fund
MAQ0290AU	van Eyk Blueprint Balanced Fund
MAQ0291AU	van Eyk Blueprint Cap Stable Fund
MAQ0292AU	van Eyk Blueprint High Growth Fund
MAQ0293AU	van Eyk Blueprint Intl Shares Fund
MAQ0406AU	Van Eyk Blueprint Alternatives Fund
MAQ0597AU	Van Eyk Blueprint Smaller Companies Fund
MAQ0599AU	Van Eyk Blueprint Diversified Income Fund
MAQ0600AU	Van Eyk Blueprint Global Emerging Markets Fund
MAQ0604AU	Van Eyk Blueprint Listed Property & Infrastructure Fund
MAQ0353AU	Macquarie Global Infrastructure Trust II
MAQ0404AU	IFP Global Franchise Fund
MAQ0410AU	Walter Scott Global Equity Fund
MAQ0432AU	Macquarie International Infrastructure Securities Fund
MAQ0441AU	Premium China Fund
MAQ0443AU	Macquarie High Conviction Fund
MAQ0454AU	Macquarie Australian Small Companies Fun
MAQ0464AU	Arrowstreet Global Equity Fund
MAQ0482AU	Winton Global Alpha Fund
MAQ0557AU	Walter Scott Global Equity Fund (Hedged)
MAQ0574AU	Premium Asia Property Fund
MAQ0625AU	MQ Asian Alpha Fund
MAQ0631AU	IFP Global Franchise Fund Hedged
MAQ0635AU	Premium Asia Fund
MAQ0640AU	Macquarie Asia New Stars No. 1 Fund
MAQ0651AU	Walter Scott Emerging Markets Fund
MAQ0782AU	Premium Asia Income Fund
MAQ0825AU	Macquarie International Infrastructure Sec Unhedged

Changes to reporting

Income Payment Schedule

Those clients who wish to amend their 2015/2016 annual pension amount and/or payment frequency can do so via the relevant section on Page 2 of the Income Payment Schedule. You can amend a client's pension by using our online pension amendment tool available via the link from the DeskTop homepage and from the Wrap year end microsite.

No action is required if clients do not want to change their pension details.

Removal of hard copy tax guides

In 2016, we will continue to provide all tax guides online following feedback these were rarely used and to reduce the paper burden. These guides are available via the investor and adviser DeskTops, as well as through the public site investorwrap.com.au/wrap/taxguides. You can also request hard copy versions for you or your clients by calling Customer Relations on **1300 360 899**.

Keeping you well informed

In addition to this guide, we will provide you with further information throughout the year end statement period. These communications will update you on the progress of statements being issued and any other information relevant to year end.

Microsite

wrapinfo.com.au/eofy

Our Wrap year end microsite is your one-stop shop for all things year end related. Click on the Wrap year end tile on the DeskTop to access the page or visit wrapinfo.com.au/eofy.

We will provide updated information on statement tranches and the tax components we have received and those that are still outstanding. In addition we have a comprehensive set of frequently asked questions, copies of tax guides and sample statements as well as a page dedicated to your accounting partners.

To help you manage client expectations, our Estimator Tool will provide an estimated time frame for when your client's Wrap Tax Statement¹ or SuperWrap Annual Statement will be delivered.

It is important that you check the microsite regularly as information contained in this guide is subject to change and our microsite will be the core of all year end activity.

Email

You will be sent email updates throughout the year end statement period whenever we release a tranche of statements in which you have clients. This email will let you know which of your clients are being issued with statements in that particular tranche.

Important Note

To ensure you receive this information please check that you have provided us with your current email address. You can do this by updating/completing the online form, and specifically stating that you wish to update your email address. The form can be found under the Contact Us section of the DeskTop at: [Home >> Support >> Contact us](#).

These activities will be supported by a comprehensive internal communications program to ensure that the Wrap Adviser Relations and Business Development teams can answer your questions accurately and promptly.



Appendix – Wrap Year End transaction cut-off dates

Print off and pin-up handy cut-off date calendar

Below is a summary calendar view of the cut-off date and time by which transactions must be received by us to be included in the 2015/2016 year end reporting. Please note: this calendar view is a summary only. Please refer to the previous table for full details. Important: Please take this into account as you plan for the EOFY as we're unable to backdate transactions. All transaction cut off times are provided in Eastern Standard Time (EST) only.

JUNE	
Monday 6 June by 5.00pm	Managed fund transfers ^{2,4}
Monday 6 June by 5.00pm	Transfers to Pension Plan or Non-Commutable Pension Plan with the first payment due this FY ^{2,3,6}
Monday 13 June by 5.00pm	Listed security transfers ⁴
Wednesday 15 June by 5.00pm	Transfers to Pension Plan or Non-Commutable Pension Plan with first payment due next FY ^{2,3,6}
Monday 20 June by 5.00pm	New Geared Wrap applications for companies ^{3,6} New Geared Wrap applications for individuals ^{3,6}
Thursday 23 June by 5.00pm	Managed fund transactions for Geared Wrap clients where trade needs to be funded from client's Margin Loan
Friday 24 June by 5.00pm	Managed fund transactions for Geared Wrap clients with sufficient funds in their Cash Account Margin Loan repayments
Monday 27 June by 5.00pm	New Wrap and SuperWrap applications if payment is via BPAY ^{1,5,6} Make additional deposits into Cash Account using BPAY ^{1,5}
Tuesday 28 June by 5.00pm	New Wrap and SuperWrap applications if payment is via direct debit ^{5,6}
Thursday 30 June by 5.00pm	New Wrap and SuperWrap applications if payment is via cheque ⁶ Requests to manually transfer funds between a client's nominated bank account and their Cash Account
Wednesday 29 June by MIDNIGHT	Managed fund transaction submitted via the DeskTop for non-Geared Wrap clients
Thursday 30 June by 4:00pm	Listed security transactions
Thursday 30 June by 5:00pm	Additional deposits into the Cash Account via EFT must be received ^{1,5} All Cheque deposits must be received Receive overseas pension transfer via cheque or EFT ⁵

- 1 The cut-off dates shown above state the date all correct and complete applications and transaction requests must be received by Wrap Services in order to be included in the reporting for the 2015/2016 financial year. This includes the receipt of monies where relevant.
- 2 For a list of suspended funds visit the DeskTop at Products & Research >> Wrap News in brief >> Suspended Funds updates and information >> Summary chart.
- 3 If this application includes listed security or managed fund transfers please refer to the relevant cut-off for listed security or managed fund transfers.
- 4 If making a contribution or rollover which includes managed fund and listed security transfers then all required documentation will need to be received prior to 6 June 2016 for the entire contribution or rollover to be recorded within the 2015/2016 Financial Year.
- 5 Subject to issuing bank's processing time.
- 6 Any FOFA grandfathering provisions applicable to the existing conflicted remuneration payment arrangements within the relevant platforms will only apply to applications processed prior to 1 July 2014.

For more information



wrapinfo.com.au/eofy



1300 360 899



GPO Box 2861 Adelaide SA 5001



Speak to your business
development manager

Important Information

BT Funds Management Limited (ABN 63 002 916 458, RSE L0001090) (BTFM) is the trustee of SuperWrap, a part of Retirement Wrap (ABN 39 827 542 991, RSE R1001327). BT Portfolio Services Ltd (ABN 73 095 055 208) (BTPS) operates Wrap and is the administrator of SuperWrap. BTPS and BTFM are subsidiary of Westpac Banking Corporation ABN 33 007 457 141 (Westpac) and are members of the Westpac Group. The information provided in this guide and any other associated documents or statements is given in good faith and may contain material provided directly by third parties which has not been independently verified. While such material is published with necessary permission, no company in the Westpac Group is in any way responsible for such information. The taxation information is factual only and does not constitute tax advice. The information is current as at the date of this guide. This document may not be copied, used, reproduced or otherwise distributed or circulated without the prior written consent of BTPS.